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INFORMATION CIRCULAR*

To: Members of the staff at Headquarters

From: The Assistant Secretary-General for Human Resources Management

Subject: REVISED SALARY SCALES FOR STAFF IN THE GENERAL SERVICE, LANGUAGE TEACHER, PUBLIC INFORMATION ASSISTANT, SECURITY SERVICE AND TRADES AND CRAFTS CATEGORIES AT HEADQUARTERS**

1. The current procedure for effecting interim adjustments to the salary scales for staff in the General Service and related categories at Headquarters calls for an adjustment in the net salaries of such staff by 90 per cent of the movement of the consumer price index (CPI) for New York, whenever the CPI has increased by 5 per cent or more over the level reached at the time of the previous revision of the salary scale, or every 12 months, whichever comes first.

2. The CPI for the month of December 1997 reflects a 2 per cent movement over the December 1996 index. In application of the above-mentioned procedure, the net salaries of staff in the General Service, Language Teacher, Public Information Assistant, Security Service and Trades and Crafts categories will be adjusted upwards by 1.8 per cent, with effect from 1 January 1998.

3. Pursuant to the procedure approved by the International Civil Service Commission (ICSC) at its fifteenth session, which is described in information circular ST/IC/82/48 of 1 July 1982, the dependent child allowance for staff in the General Service and related categories at Headquarters is hereby revised to $1,236 net per annum, effective 1 January 1998. The latter amount represents 3 per cent of the mid-point of the lowest and highest net salaries, that is, G-1, step I and S-7, step IX.

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* The present circular will be in effect until further notice.

** Personnel Manual index No. 3123.

4. The amount of other dependency allowances, that is, dependent spouse, secondary dependant and first dependent child of a single, widowed or divorced staff member, remain unchanged. The amount of the first and second language allowances have been revised, effective 1 January 1998, to $1,596 and $798 net per annum, respectively.

5. The implementation of the revised salary scales, which are contained in the annex to the present circular, will be effective 1 January 1998, and will be reflected in the end of February 1998 payroll.

ANNEX

Salary scales for staff in the General Service, Language Teacher, Public Information Assistant, Security Service and Trades and Crafts categories at Headquarters

A.1 Salary scale for staff in the General Service category at Headquarters

(United States dollars)

Effective 1 January 1998

Level		STEPS I	II	III	IV	V	VI	VII	VIII	IX	X	XI
G-7	(Gross)	49 888	51 869	53 891	55 892	57 893	59 895	62 033	64 180	66 326	68 472	70 619*
	(Gross pension)	48 973	50 897	52 820	54 743	56 667	58 590	60 519	62 520	64 522	66 523	68 525*
	(Total net)	38 917	40 398	41 879	43 360	44 841	46 322	47 803	49 284	50 765	52 246	53 727*
	(Net pension)	38 917	40 398	41 879	43 360	44 841	46 322	47 803	49 284	50 765	52 246	53 727*
	(NPC)	0	0	0	0	0	0	0	0	0	0	0*
G-6	(Gross)	44 859	46 707	48 515	50 323	52 131	53 939	55 747	57 555	59 364	61 257	63 196*
	(Gross pension)	44 179	45 916	47 654	49 391	51 129	52 867	54 604	56 342	58 080	59 817	61 603*
	(Total net)	35 225	36 563	37 901	39 239	40 577	41 915	43 253	44 591	45 929	47 267	48 605*
	(Net pension)	35 225	36 563	37 901	39 239	40 577	41 915	43 253	44 591	45 929	47 267	48 605*
	(NPC)	0	0	0	0	0	0	0	0	0	0	0*
G-5	(Gross)	40 365	42 001	43 638	45 274	46 911	48 547	50 184	51 820	53 457	55 093	56 730*
	(Gross pension)	39 821	41 394	42 967	44 540	46 112	47 685	49 258	50 830	52 403	53 976	55 549*
	(Total net)	31 870	33 081	34 292	35 503	36 714	37 925	39 136	40 347	41 558	42 769	43 980*
	(Net pension)	31 870	33 081	34 292	35 503	36 714	37 925	39 136	40 347	41 558	42 769	43 980*
	(NPC)	0	0	0	0	0	0	0	0	0	0	0*
G-4	(Gross)	36 425	37 847	39 269	40 719	42 199	43 678	45 158	46 638	48 118	49 597	51 077*
	(Gross pension)	35 895	37 317	38 740	40 162	41 584	43 006	44 428	45 850	47 272	48 694	50 116*
	(Total net)	28 847	29 942	31 037	32 132	33 227	34 322	35 417	36 512	37 607	38 702	39 797*
	(Net pension)	28 847	29 942	31 037	32 132	33 227	34 322	35 417	36 512	37 607	38 702	39 797*
	(NPC)	0	0	0	0	0	0	0	0	0	0	0*
G-3	(Gross)	32 853	34 145	35 438	36 730	38 022	39 314	40 631	41 976	43 320	44 665	46 009*
	(Gross pension)	32 324	33 616	34 908	36 201	37 493	38 785	40 077	41 369	42 662	43 954	45 246*
	(Total net)	26 097	27 092	28 087	29 082	30 077	31 072	32 067	33 062	34 057	35 052	36 047*
	(Net pension)	26 097	27 092	28 087	29 082	30 077	31 072	32 067	33 062	34 057	35 052	36 047*
	(NPC)	0	0	0	0	0	0	0	0	0	0	0*
G-2	(Gross)	29 636	30 804	31 971	33 139	34 306	35 474	36 642	37 809	38 977	40 150*	
	(Gross pension)	29 160	30 275	31 442	32 610	33 777	34 945	36 112	37 280	38 447	39 615*	
	(Total net)	23 620	24 519	25 418	26 317	27 216	28 115	29 014	29 913	30 812	31 711*	
	(Net pension)	23 620	24 519	25 418	26 317	27 216	28 115	29 014	29 913	30 812	31 711*	
	(NPC)	0	0	0	0	0	0	0	0	0	0*	
G-1	(Gross)	26 731	27 786	28 840	29 895	30 949	32 004	33 058	34 113	35 168*		
	(Gross pension)	26 399	27 401	28 404	29 406	30 420	31 475	32 529	33 584	34 638*		
	(Total net)	21 383	22 195	23 007	23 819	24 631	25 443	26 255	27 067	27 879*		
	(Net pension)	21 383	22 195	23 007	23 819	24 631	25 443	26 255	27 067	27 879*		
	(NPC)	0	0	0	0	0	0	0	0	0*		

DEPENDENCY ALLOWANCES (US$ net per annum):

Child	1 236
Except for first dependent child of a single, widowed or divorced staff member	3 038
Dependent spouse	3 038
Secondary dependant	1 181

LANGUAGE ALLOWANCES (to be included in pensionable remuneration):

First language	1 596 net per annum
Second language	798 net per annum

Increments: salary increments within the levels shall be awarded annually on the basis of satisfactory service.

* Long-service step:

Step XI at levels G-3 to G-7, step X at level G-2 and step IX at level G-1 are long-service steps.

The qualifying criteria for in-grade increases to the long-service step are as follows:

(a) The staff member should have had at least 20 years of service within the United Nations common system and 5 years of service at the top regular step of the current grade;

(b) The staff member's service should have been satisfactory.

For an explanation of the format of salary scales, please refer to ST/IC/1994/15 and ST/IC/1994/17.

B.1. Salary scale for staff in the Language Teacher category at Headquarters

(United States dollars)

Effective 1 January 1998

Level		STEPS I	II	III	IV	V	VI	VII	VIII	IX	X	XI	XII*
LT	(Gross)	51 385	53 139	54 893	56 647	58 401	60 167	62 048	63 929	65 810	67 691	69 572	71 454
	(Gross pension)	50 412	52 098	53 784	55 469	57 155	58 841	60 533	62 267	64 041	65 795	67 549	69 303
	(Total net)	40 025	41 323	42 621	43 919	45 217	46 515	47 813	49 111	50 409	51 707	53 005	54 303
	(Net pension)	40 025	41 323	42 621	43 919	45 217	46 515	47 813	49 111	50 409	51 707	53 005	54 303
	(NPC)	0	0	0	0	0	0	0	0	0	0	0	0

Increments: salary increments shall be awarded annually on the basis of satisfactory service.

Work schedule: The yearly schedule of work consists of three terms of 13 weeks each. There is a summer recess and there are scheduled breaks between terms. Leave taken during the recess and the breaks in excess of the annual leave entitlement provided in the Staff Rules is treated as special leave without pay.

* Long-service step:

The qualifying criteria for in-grade increases to the long-service step are as follows:

(a) The staff member should have had at least 20 years of service within the United Nations common system and 5 years of service at the top regular step of the current grade;

(b) The staff member's service should have been satisfactory.

DEPENDENCY ALLOWANCES (US$ net per annum):

Child	1 236
Except for first dependent child of a single, widowed or divorced staff member	3 038
Dependent spouse	3 038
Secondary dependant	1 181

LANGUAGE ALLOWANCE: not entitled

For an explanation of the format of salary scales, please refer to ST/IC/1994/15 and ST/IC/1994/17.

C.1. Salary scale for staff in the Public Information Assistant and Tour Coordinator/Supervisor category at Headquarters

(United States dollars)

Effective 1 January 1998

Level		STEPS I	II	III	IV	V
Tour Coordinator/Supervisor and Briefing Assistant*	(Gross)	43 930	46 128	48 327	50 526	52 724
	(Gross pension)	43 247	45 360	47 473	49 586	51 699
	(Total net)	34 508	36 135	37 762	39 389	41 016
	(Net pension)	34 508	36 135	37 762	39 389	41 016
	(NPC)	0	0	0	0	0
Public Information Assistant II and Tour Coordinator	(Gross)	38 670	40 311	42 005	43 700	45 395
	(Gross pension)	38 141	39 769	41 398	43 027	44 655
	(Total net)	30 576	31 830	33 084	34 338	35 592
	(Net pension)	30 576	31 830	33 084	34 338	35 592
	(NPC)	0	0	0	0	0
Public Information Assistant I	(Gross)	35 556	37 044			
	(Gross pension)	35 027	36 515			
	(Total net)	28 178	29 324			
	(Net pension)	28 178	29 324			
	(NPC)	0	0			

* Includes Briefing Assistant as at 1 September 1991.

Reserve guides are paid by the day in accordance with the above rates.

Increments: salary increments within the levels shall be effective on the first day of the pay period in which satisfactory service requirements are completed as follows:

Public Information Assistant I 6 months
Public Information Assistant II 12 months

No increments shall be paid in the case of staff members whose service will cease during the month in which the increment would ordinarily have been due.

DEPENDENCY ALLOWANCES (US$ net per annum):

Child	1 236
Except for first dependent child of a single, widowed or divorced staff member	3 038
Dependent spouse	3 038
Secondary dependant	1 181

LANGUAGE ALLOWANCE: not entitled.

For an explanation of the format of salary scales, please refer to ST/IC/1994/15 and ST/IC/1994/17.

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D.1 Salary scale for staff in the Security Service category at Headquarters

(United States dollars)

Effective 1 January 1998

Level		STEPS												
		I	II	III	IV	V	VI	VII	VIII	IX	X	XI	XII	XIII
7	(Gross)	61 213	63 675	66 138	68 600	71 062	73 525	75 987	78 449	80 912*				
	(Gross pension)	59 779	62 050	64 346	66 642	68 938	71 234	73 530	75 826	78 122*				
	(Total net)	47 237	48 936	50 635	52 334	54 033	55 732	57 431	59 130	60 829*				
	(Net pension)	47 237	48 936	50 635	52 334	54 033	55 732	57 431	59 130	60 829*				
	(NPC)	0	0	0	0	0	0	0	0	0*				
6	(Gross)	56 765	58 905	61 122	63 417	65 713	68 009	70 304	72 600	74 896*				
	(Gross pension)	55 582	57 640	59 697	61 810	63 950	66 091	68 231	70 372	72 512*				
	(Total net)	44 006	45 590	47 174	48 758	50 342	51 926	53 510	55 094	56 678*				
	(Net pension)	44 006	45 590	47 174	48 758	50 342	51 926	53 510	55 094	56 678*				
	(NPC)	0	0	0	0	0	0	0	0	0*				
5	(Gross)	52 386	54 373	56 359	58 346	60 357	62 487	64 617	66 748	68 878*				
	(Gross pension)	51 375	53 284	55 193	57 102	59 011	60 942	62 929	64 915	66 902*				
	(Total net)	40 766	42 236	43 706	45 176	46 646	48 116	49 586	51 056	52 526*				
	(Net pension)	40 766	42 236	43 706	45 176	46 646	48 116	49 586	51 056	52 526*				
	(NPC)	0	0	0	0	0	0	0	0	0*				
4	(Gross)	47 916	49 758	51 580	53 401	55 223	57 045	58 866	60 738	62 691*				
	(Gross pension)	47 098	48 849	50 595	52 350	54 101	55 851	57 602	59 353	61 133*				
	(Total net)	37 473	38 821	40 169	41 517	42 865	44 213	45 561	46 909	48 257*				
	(Net pension)	37 473	38 821	40 169	41 517	42 865	44 213	45 561	46 909	48 257*				
	(NPC)	0	0	0	0	0	0	0	0	0*				
3	(Gross)	44 859	46 289	47 719	49 149	50 578	52 008	53 438	54 868	56 297	57 727	59 157*		
	(Gross pension)	44 141	45 515	46 889	48 263	49 637	51 011	52 385	53 759	55 133	56 507	57 881*		
	(Total net)	35 196	36 254	37 312	38 370	39 428	40 486	41 544	42 602	43 660	44 718	45 776*		
	(Net pension)	35 196	36 254	37 312	38 370	39 428	40 486	41 544	42 602	43 660	44 718	45 776*		
	(NPC)	0	0	0	0	0	0	0	0	0	0	0*		
2	(Gross)	40 195	41 488	42 981	44 274	45 568	46 861	48 154	49 447	50 741	52 034	53 327	54 620	55 914*
	(Gross pension)	39 450	41 093	42 336	43 579	44 821	46 064	47 307	48 550	49 791	51 035	52 279	53 521	54 764*
	(Total net)	31 892	32 849	33 806	34 763	35 720	36 677	37 634	38 591	39 548	40 505	41 462	42 419	43 376*
	(Net pension)	31 892	32 849	33 806	34 763	35 720	36 677	37 634	38 591	39 548	40 505	41 462	42 419	43 376*
	(NPC)	0	0	0	0	0	0	0	0	0	0	0	0	0*
1	(Gross)	36 081	37 152											
	(Gross pension)	35 551	36 663											
	(Total net)	28 592	29 438											
	(Net pension)	28 592	29 438											
	(NPC)	0	0											

DEPENDENCY ALLOWANCES (US$ net per annum):

Child	1 236
Except for first dependent child of a single, widowed or divorced staff member	3 038
Dependent spouse	3 038
Secondary dependant	1 161

LANGUAGE ALLOWANCES (to be included in pensionable remuneration):

First language	1 596 net per annum
Second language	798 net per annum

Increments: salary increments within the levels shall be awarded annually on the basis of satisfactory service.

* Long-service step:

Step IX at levels S-4 to S-7, step XI at level S-3 and step XIII at level S-2 are long-service steps.

The qualifying criteria for in-grade increases to the long-service step are as follows:

(a) The staff member should have had at least 20 years of service within the United Nations common system and 5 years of service at the top regular step of the current grade;

(b) The staff member's service should have been satisfactory.

For an explanation of the format of salary scales, please refer to ST/IC/1994/15 and ST/IC/1994/17.

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Security Service category: schedule of pensionable remuneration applicable to staff on board prior to 1 September 1992

(United States dollars)

NEW YORK

	STEPS												
Level	I	II	III	IV	V	VI	VII	VIII	IX	X	XI	XII	XIII
S-7 (Gross)	-	-	-	-	-	72 466	74 881	77 297	79 713				
S-6	-	-	-	-	-	-	-	71 558	73 809				
S-5	-	-	-	-	-	-	-	-	-				
S-4	-	-	-	-	-	-	-	-	-				
S-3	-	-	-	-	-	-	-	-	-	-	-	-	-
S-2	-	-	-	-	-	-	-	-	-	-	-	-	-
S-1	-	-											

The revised gross salaries are lower than those in effect under the previous salary scale, effective 1 September 1991. Therefore, the above gross salaries are retained for purposes of computing pension contributions and benefits for staff on board prior to 1 September 1992.

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Security Service category. schedule of pensionable remuneration applicable to staff recruited between 1 September 1992 and 31 August 1997

(United States dollars)

NEW YORK

	STEPS												
Level	I	II	III	IV	V	VI	VII	VIII	IX	X	XI	XII	XIII
S-7	60 905	63 190	65 483	67 776	70 070	72 196	74 721	77 046	79 372				
S-6	56 577	58 699	60 822	62 951	65 089	67 226	69 364	71 523	73 690				
S-5	52 247	54 204	56 174	58 143	60 113	62 083	64 067	66 050	68 033				
S-4	47 862	49 656	51 451	53 245	55 047	56 854	58 661	60 468	62 276				
S-3	44 839	46 240	47 648	49 056	50 464	51 873	53 281	54 694	56 112	57 530	58 948		
S-2	40 472	41 737	43 003	44 268	45 533	46 804	48 078	49 352	50 626	51 900	53 174	54 451	55 734
S-1	36 109	37 234											

The application of the revised rates of staff assessment, effective 1 January 1997, resulted in lower gross pensionable salaries. Therefore, the above gross salaries in effect under the previous salary scale, effective 1 September 1993, are retained for purposes of computing pension contributions and benefits for staff recruited between 1 September 1992 and 31 August 1997.

Salary scale for staff in the Trades and Crafts category at Headquarters

(United States dollars)

Effective 1 January 1998

Level		STEP I	II	III	IV	V	VI	VII*
TC 6	(Gross)	48 141	52 227	54 454	56 610	58 767	70 921	74 080
	(Gross pension)	38 417	40 765	42 776	44 787	46 797	68 408	70 819
	(Total net)	36 497	37 985	39 471	40 961	42 449	53 917	55 425
	(Net pension)	36 497	37 985	39 471	40 961	42 449	53 917	55 425
	(NPC)	0	0	0	0	0	0	0
TC 5	(Gross)	56 509	58 404	60 320	62 352	64 384	66 416	68 448
	(Gross pension)	44 117	45 158	46 621	48 023	49 425	50 827	52 229
	(Total net)	41 817	43 219	44 621	46 023	47 425	50 827	52 229
	(Net pension)	41 817	43 219	44 621	46 023	47 425	50 827	52 229
	(NPC)	0	0	0	0	0	0	0
TC 4	(Gross)	52 986	54 665	56 443	58 222	60 000	61 907	63 814
	(Gross pension)	42 465	43 563	44 773	45 984	47 196	47 716	49 032
	(Total net)	41 136	42 452	43 768	45 084	46 400	47 716	49 032
	(Net pension)	41 136	42 452	43 768	45 084	46 400	47 716	49 032
	(NPC)	0	0	0	0	0	0	0
TC 3	(Gross)	49 265	50 928	52 592	54 255	55 919	57 582	59 246
	(Gross pension)	40 175	41 373	42 571	43 769	44 968	44 611	45 842
	(Total net)	38 456	39 687	40 918	42 149	43 380	44 611	45 842
	(Net pension)	38 456	39 687	40 918	42 149	43 380	44 611	45 842
	(NPC)	0	0	0	0	0	0	0
TC 2	(Gross)	45 651	47 199	48 746	50 293	51 841	53 388	54 935
	(Gross pension)	38 952	40 189	41 426	42 663	43 900	41 507	42 652
	(Total net)	35 782	36 927	38 072	39 217	40 362	41 507	42 652
	(Net pension)	35 782	36 927	38 072	39 217	40 362	41 507	42 652
	(NPC)	0	0	0	0	0	0	0
TC 1	(Gross)	42 032	43 465	44 897	46 330	47 762	49 195	50 627
	(Gross pension)	36 424	37 603	38 783	39 963	41 144	38 307	39 404
	(Total net)	33 104	34 164	35 224	36 284	37 344	38 404	39 464
	(Net pension)	33 104	34 164	35 224	36 284	37 344	38 404	39 464
	(NPC)	0	0	0	0	0	0	0
TC 0	(Gross)	38 481	39 747	41 051	42 355	43 681	44 996	46 311
	(Gross pension)	33 954	35 017	36 081	37 145	38 208	35 297	36 270
	(Total net)	30 434	31 405	32 378	33 351	34 324	35 297	36 270
	(Net pension)	30 434	31 405	32 378	33 351	34 324	35 297	36 270
	(NPC)	0	0	0	0	0	0	0
TC 1	(Gross)	34 926	36 144	37 296	38 448	39 600	40 782	41 981
	(Gross pension)	30 461	31 615	32 587	33 559	34 571	32 179	33 066
	(Total net)	27 744	28 631	29 518	30 405	31 292	32 179	33 066
	(Net pension)	27 744	28 631	29 518	30 405	31 292	32 179	33 066
	(NPC)	0	0	0	0	0	0	0

DEPENDENCY ALLOWANCES (US$ net per annum)

Child	1 210
Except for first dependent child of a single, widowed or divorced staff member	1 514
Dependent spouse	1 514
Secondary dependant	1 514

LANGUAGE ALLOWANCES (to be included in pensionable remuneration)

First language	1 596 net per annum
Second language	798 net per annum

Increments: salary increments within the level shall be awarded annually on the basis of satisfactory service.

* Long-service step.

The qualifying criteria for in-grade increases to the long-service step are as follows:

(a) The staff member should have had at least 25 years of service within the United Nations common system and 5 years of service at the top normal step of the current grade;

(b) The staff member's service should have been satisfactory.

For an explanation of the format of salary scales, please refer to the explanatory notes at the end of the annex.